

ORGANIZATION, RELATIONSHIPS AND FUNCTIONS  
Of The  
CAREER SERVICE BOARDS

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ORGANIZATION, RELATIONSHIPS AND FUNCTIONS

of the

CAREER SERVICE BOARDS

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8 May 1952

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I. Organization of the CAREER SERVICE BOARD

DCI

CIA CAREER SERVICE BOARD

~~Deputy Director of Central Intelligence~~  
Deputy Director/Plans  
Deputy Director/Intelligence  
Deputy Director/Administration  
~~Inspector General~~

Assistant Director (Personnel)  
Director of Training

~~Four~~ Assistant Directors (or Office Heads), each to serve for terms of six months' duration (See attached Schedule A)

Executive Secretary - Non-voting

~~Four~~ members of the Board, constitute a quorum. If a member cannot be present, he may ~~be represented by his deputy~~ *well* *be represented by his deputy* ~~representative who will not, however, be counted in determining whether a quorum is present, nor may he cast a vote, formally, on behalf of his principal.~~ The Board will hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons on Schedule A.

SECRETARIAT

The Career Development Staff of the Office of Personnel serves as the Secretariat of the CIA Career Service Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.

Note: The 17 Office Career Service Boards, with composition as shown at the lower left, are located in the following units of CIA:

OSO	OO	Training
OPC	ORR	Personnel Medical
COMMO	OCD	Administration
TSS	OCI	General Services
	OSI	I&SO
	ONE	Procurement
		Finance

[Office] Career Service Board

Assistant Director (or Office Head) ex officio  
Three or more Staff or Division Chiefs, or comparable high-level officials  
Secretariat - Non-voting. (In most cases it will be composed of Administrative and Personnel Officers of the office concerned and will perform staff support for the Board.)

Functional Boards

Hazardous Duty Board  
Honor Awards Board  
Professional Selection Panel  
Selection Boards for Service Schools, etc.

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II. Functions of the CIA Career Service Board

1. Develops policy governing the Career Service Program for approval by the DCI and serves as his advisor on all matters concerning the Program.
2. Supervises and reviews the functioning of Office Career Service Boards.
3. Establishes and maintains an Executive Inventory ~~(GS-15 and above)~~
4. Makes recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
5. Reviews evaluation of personnel contained in the Executive Inventory and ~~recommends~~ rotation programs for their further development. *Review*
6. Approves the allocation of Rotation Loan Slots to Office Career Service Boards. (see Schedule B)
7. Supervises supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as, Hazardous Duty Board, Honor Awards Board, Selection Board for Service Schools, Professional Selection Panel, etc., drawing on Agency personnel as necessary.
8. Prepares and submits annually to the DCI a summary of the operation of the CIA Career Service Program.

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III. Functions of the Secretariat of the CIA Career Service Board

1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
  - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
  - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
  - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
  - d. Assisting Office Career Service Boards in effecting rotation appointments.
  - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
  - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
  - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

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IV. Functions of an Office Career Service Board

1. Serves as advisor to the Assistant Director (or Office Head) on all matters pertaining to the Career Service Program.
2. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
  - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
  - b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
  - c. Reviewing Personnel Evaluation Reports and proposed development, training, assignment, advancement and promotion plans for individuals.
  - d. Recommending cancellation or continuance of career development actions.
  - e. Participating in the development and execution of approved extra-Office rotation systems.
  - f. Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
  - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
  - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
  - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervises supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

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Schedule A

Tours of Duty

of

ASSISTANT DIRECTORS (or Office Heads)

with the CIA CAREER SERVICE BOARD

1. According to the following schedule there is at all times an Assistant Director, serving as a member of the Board, from each of the principal areas of command, DD/P, DD/I and DD/A. Since each individual serves for a term of six months, and since the number of available individuals in each area is different, the rotation cycle varies in each area of command as follows:

DD/P area 5 available cycle complete in 30 months	DD/I area 7 available cycle complete in 42 months	DD/A area 7 available cycle complete in 42 months
Jul 52-Aug 52 AD SO	Jul 52-Oct 52 ADCI	Jul 52-Dec 52 <del>Security Officer</del>
Sep 52-Feb 53 AD PC	Nov 52-Apr 53 ADCD	Jan 53-Jun 53 <del>General Counsel</del>
Mar 53-Aug 53 AD CO	May 53-Oct 53 ADCO	Jul 53-Dec 53 <del>Chief, Medical Staff</del>
Sep 53-Feb 54 <del>ADD/P/Admin</del>	Nov 53-Apr 54 AD SI	Jan 54-Jun 54 <del>ADD/A</del>
Mar 54-Aug 54 <del>AD/TSS</del>	May 54-Oct 54 AD RR	Jul 54-Dec 54 <del>Comptroller</del>
Sep 54-Feb 55 AD SO	Nov 54-Apr 55 AD NE	Jan 55-Jun 55 <del>Chief, Proc. &amp; Supply</del>
Mar 55-Aug 55 AD PC	May 55-Oct 55 AD IC	Jul 55-Dec 55 <del>Chief, Gen. Services</del>
Sep 55-Feb 56 AD CO	Nov 55-Apr 56 ADCI	Jan 56-Jun 56 <del>Security Officer</del>
etc.	etc.	etc.

## 2. Retirement and Replacement Schedule

Jul-Aug 1952	Mar-Apr 1954
ADSO	ADSI
ADCI	ADD/A
Security Officer	AC/TSS
Sep-Oct 1952	May-Jun 1954
ADCI	ADD/A
Security Officer	AC/TSS
ADPC	AD/RR
Nov-Dec 1952	Jul-Aug 1954
Security Officer	AC/TSS
ADPC	AD/RR
ADCD	Comptroller
Jan-Feb 1953	Sep-Oct 1954
ADPC	AD/RR
ADCD	Comptroller
General Counsel	ADSO
Mar-Apr 1953	Nov-Dec 1954
ADCD	Comptroller
General Counsel	ADSO
ADCO	ADNE
May-Jun 1953	Jan-Feb 1955
General Counsel	ADSO
ADCO	ADNE
ADOO	Chief, Procurement and Supply
Jul-Aug 1953	Mar-Apr 1955
ADCO	ADNE
ADOO	Chief, Procurement and Supply
Chief, Medical Staff	ADPC
Sep-Oct 1953	May-Jun 1955
ADOO	Chief, Procurement and Supply
Chief, Medical Staff	ADPC
ADD/P/Admin	ADIC
Nov-Dec 1953	Jul-Aug 1955
Chief, Medical Staff	ADPC
ADD/P/Admin	ADIC
ADSI	Chief, General Services
Jan-Feb 1954	Sep-Oct 1955
ADD/P/Admin	ADIC
ADSI	Chief, General Services
ADD/A	ADCO

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## Schedule B

## ROTATION LOAN SLOTS

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation appointment will be carried against these slots. These slots will only be used to effect rotation appointments when "exchange" rotation is not practical.
2. The allotments of Rotation Slots are as follows:

<u>Unit</u>		<u>Total</u>
Office of the DCI	1	1
Office of the DDCI Training	1	1
Office of the DD/P		
DD/P	1	
AD/OPC	6	
AD/OSO	4	
AD/COMMO	3	
TSS	1	
OO	2	
		17
Office of the DD/I		
DD/I	1	
OCD	2	
ONE	3	
OCI	3	
ORR	4	
OSI	3	
		16
Office of the DD/A		
DD/A	1	
Personnel	1	
Procurement	1	
Finance	1	
I&S	1	
		5
Held in reserve by the CIA Career Service Board		10

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TOTAL

50